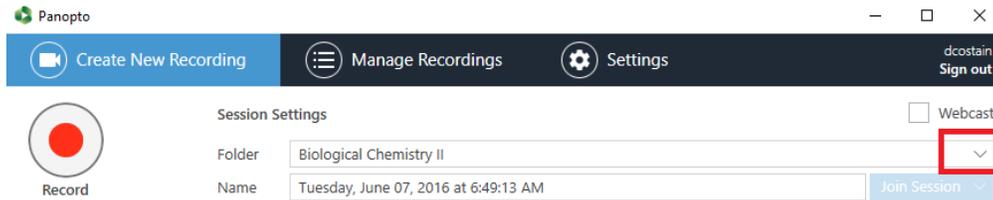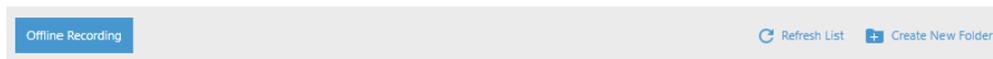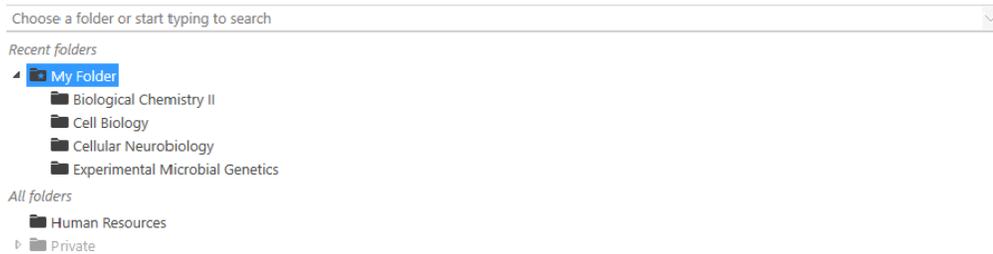# Panopto Recorder, Basic Recording

Panopto for Windows allows a lot of flexibility in how and what you can record. A presenter may wish to record alone (with one computer) or with a videographer using a separate computer. This section will cover all aspects of recording with one computer. In this recording scenario, all presentation content (PowerPoint and/or screen capture) and video/audio is recorded from one computer.

Recording

1.Choosing a folder

Once logged-in, the first thing you can do is set the folder that your recording will be placed in. In the upper portion of the application window, locate the "Folder" box. Upon clicking the down arrow within the folder box you will be presented with a hierarchical list of folders which you're able to place recordings in.

Things to know:

- The three most recently used folder for recording will populate the "*Recent Folders*" list

- Your "*My Folders*" list will always show under the three most recently used folders

- Clicking the **Offline Recording** button will allow you to record without choosing a folder. You may upload the session at a later time at your discretion, or when network connectivity is restored.

- Clicking the **Create New Folder** button will allow you to create a new folder to record your content within.

2. Choosing Primary Input

Once you have determined the destination for your recording, you must choose the inputs that you would include in your recording. You can select a primary video device, audio device, and also choose to capture computer audio. You can also modify what quality the primary input source is captured at.

Note: A standalone Panopto recording must at least have an audio source chosen. This does not apply if you're joining another recording which is already in progress.
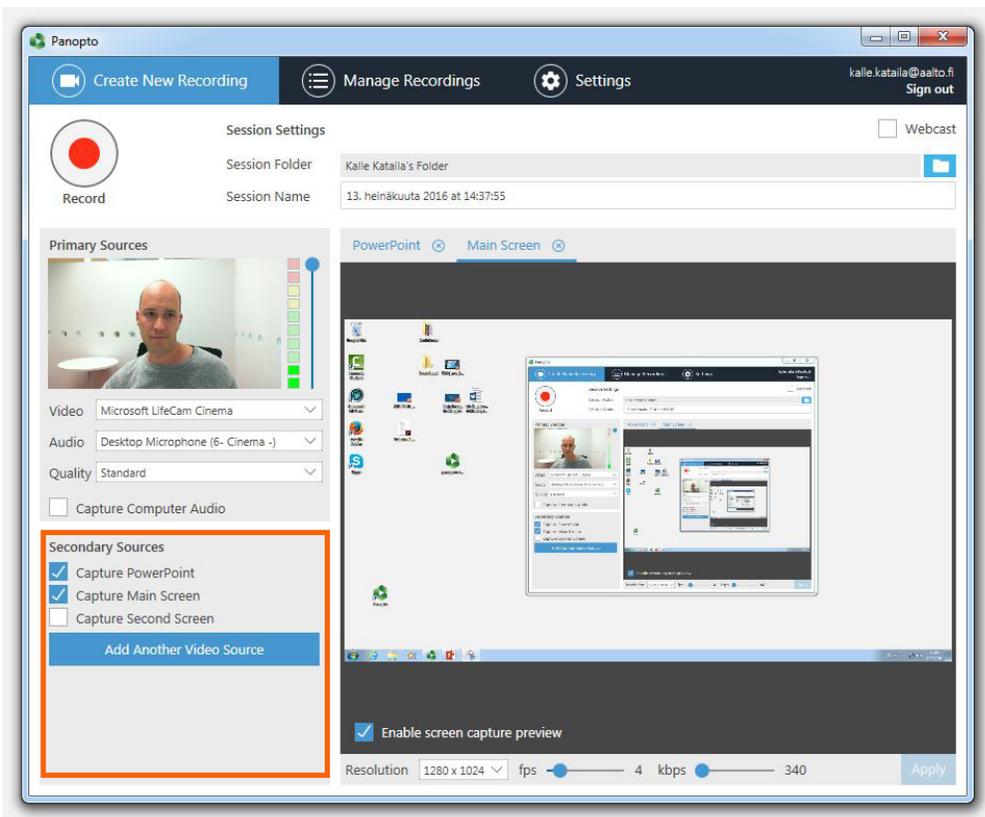
4. Computer Audio

Panopto can now capture any audio that plays on your computer. Simply check "Capture Computer Audio" and we will record anything that plays back on your computer!
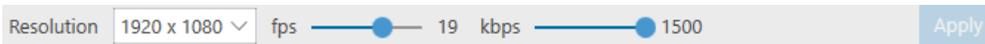
3. Screen Capture and PowerPoint

After you have selected your video and audio inputs, you can choose to also capture what is displayed on your screen and/or the contents of your PowerPoint presentation.

You may also choose to add an additional video source if you have more than one camera plugged into your computer.

Note: In order to properly record PowerPoint presentations, please ensure PowerPoint is open and that you're presenting in full-screen presentation mode.

To adjust screen your capture resolution, click the drop-down menu to the right of "*Resolution*" under the secondary source preview window and choose the resolution that best matches the source output. You can also adjust the bit rate and frame rate by dragging the sliders shown below. Click Apply to save changes.
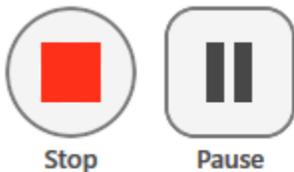

4. Starting, Stopping, and Pausing

After you've chosen the sources that you wish to include in your recording, click large red Record icon to begin capturing.

Once your recording has started, that icon will change into Pause and Stop.

If during your recording session you wish to take a short break, you may click the Pause button. The portion of the recording which you placed on pause will be reflected as an edit and will not be shown in the published version of your recording. You may choose to extend the pause period, shorten it, or remove it completely. The Panopto editor is non-destructive which means that edits may be added or removed at your discretion, without the fear of ruining an original recording. A common use-case for this is when a presenter places a recording on pause and neglects to resume recording after the break. Within the Panopto editor, you can edit the remainder of the recording back into the final presentation.

Once you've completed your recording session click the Stop button. If you had previously picked a destination folder, your session will begin uploading to that folder.

Hotkeys for start, pause and stop your recording can be found from here.

5. Recording Status

Once your recording has ended, you will be taken to the Manage Recordings page. This page provides a list of sessions that have been recorded offline, are uploading, or have completed uploading.

Offline Recordings are recordings that you have not yet picked a folder for, so they are just on your computer.

Currently Uploading Recordings are recordings that are in the midst of the upload process.

Uploaded Recordings are recordings that have completed upload and are either processing or ready for viewing.
 * You may also perform additional actions on the recordings listed in this area

    Delete Local - Clicking this button will delete the copy of the recording that still resides on your computer. This is an irreversible action. The final version that exists on the Panopto site will not be affected by this action

    Set Offline - Clicking this button will put the recording in a state where it may be uploaded to another folder, uploaded using a different name, or uploaded to a different Panopto site altogether after logging into that new site within the recorder.

For more complete instructions on how to use Panopto recorder go here.